



# UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR  
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StaO 12713.1

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05 AUG 1998

## STATION ORDER 12713.1

From: Commanding Officer  
To: Distribution List

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM

Ref: (a) 29 CFR Part 1614 (NOTAL)  
(b) SECNAVINST 12720.5 (NOTAL)  
(c) OCPMINST 12720.1 (NOTAL)  
(d) MCO 12713.5 (NOTAL)

Encl: (1) Equal Employment Opportunity Policy Statement  
(2) Responsibilities of EEO Personnel and Key Officials

1. Purpose. To publish policy and guidance for an effective Civilian Equal Employment Opportunity (EEO) Program for employees at Marine Corps Air Station Miramar.

2. Background. Reference (a) governs the EEO within the Federal government. References (b) and (c) provide policy, procedures and guidance for the EEO Program within the Department of the Navy (DON), and reference (d) establishes the framework for the development and implementation of the Marine Corps EEO Program.

### 3. Information

a. This Order applies to both appropriated and non appropriated civilian employees.

b. The EEO Program is dedicated to assuring that discrimination against any employee or applicant for employment because of race, color, religion, age, sex, national origin, physical or mental handicap, or reprisal for prior EEO complaint involvement does not occur. It is the policy of this command to provide equal opportunity in all employment matters for all persons, and to provide the realization of equal opportunity through continuing affirmative employment programs. This policy must be an integral part of every aspect of personnel policy and practice in the employment, development, advancement and treatment of all employees.

No person shall be denied employment for any reason other than those of merit or fitness. It is our goal to achieve and maintain a fully integrated work force through effective usage of personnel in all organizational segments. In administration of the total EEO Program, special emphasis will be given to women and minority groups which constitute significant proportions of the local labor market.

c. Command commitment goes beyond the prohibition of discrimination. It requires that positive action be taken to place employees, including women and minorities, into training and educational programs for the purpose of enhancing their skills and knowledge to enable them to progress to their highest potential.

d. Execution of the EEO Program and achievement of its objectives are the inherent responsibility of every supervisory and managerial level. It is essential that demonstrated support for achieving the goals of the program be taken into consideration in assessing supervisory performance. All employees are expected to actively support and contribute to the intent of the program.

e. Nothing in this policy is intended to abridge legal entitlements or provisions of established Merit Promotion or employment principles. This policy does require that positive steps be taken to increase the employment of minorities and women in occupations and levels where they are obviously underrepresented.

f. Respect for human dignity and fair treatment for all persons are strongly emphasized.

#### 4. Dissemination of EEO Policy

a. The EEO policy will be made known by extensive dissemination of the Order.

b. The weekly Command newspaper and the Civilian Employees Newsletter will be used to publicize EEO achievements and functions.

c. Basic supervisory training, new employee orientation and other appropriate training programs will include information pertaining to the EEO Program.

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d. Bulletin boards will be located throughout the activities, containing names, locations and telephone numbers of EEO Program personnel.

  
T. A. COUGHLAN

Distribution: A

## EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The mission effectiveness of MCAS Miramar depends on all personnel willingly committing themselves to the concepts of teamwork and trust. Positive attitudes enable all of us to work more effectively at achieving the goals of readiness, safety, training effectiveness and personal excellence. Teamwork and trust can only exist in an atmosphere of equal opportunity for everyone regardless of race, gender, color, national origin, religion or age. Discrimination of any form, either intentional or unintentional, will not be tolerated.

In keeping with the laws and policies of the United States Government and the United States Marine Corps, I stand firmly committed to ensuring equal opportunity for all personnel. We must all fully embrace the concept of equal opportunity and guard against the intrusion of maltreatment toward the members of the MCAS Miramar team. Any act of discrimination is detrimental to the mission of this Command and the United States Marine Corps. Therefore, this Command's policy will be zero tolerance toward all forms of discrimination.

It is the responsibility of all members of the chain-of-command to ensure that any instance of discrimination is dealt with swiftly, fairly and effectively. Formal and informal grievance procedures exist for members of MCAS Miramar to resolve perceived or real injustice by accessing the chain-of-command at the appropriate level. These grievance procedures assure accountability throughout the chain-of-command. Any person submitting a grievance shall not be subjected to intimidation, reprisal or harassment. All personnel must be secure in the knowledge that it is their right to present a legitimate grievance.

All members of MCAS Miramar will support a continuing commitment to exhibit the highest possible standards of professional behavior and provide an environment that is free from discrimination, sexual harassment and intimidation. The evaluation process for officers and enlisted, as well as all civilian managers and supervisors, will include the requirement for adherence to this equal opportunity policy. It is absolutely essential that policies that affect mission accomplishment be adhered to. Any complaint of discrimination will be thoroughly investigated and brought to resolution.

T. A. CAUGHLAN  
Colonel, U. S. Marine Corps  
Equal Employment Opportunity Officer

RESPONSIBILITY OF EQUAL EMPLOYMENT OPPORTUNITY PROGRAM PERSONNEL  
AND KEY OFFICIALS

EQUAL EMPLOYMENT OPPORTUNITY OFFICER (EEOO)

The head of the activity is the Equal Employment Opportunity Officer and as such has the overall responsibility for ensuring that the EEO Policy is vigorously and positively carried out at all levels within the command. The EEOO will assure that all subordinate staff officials, line managers and supervisors recognize their responsibility for effectively executing the provisions of the EEO Program.

DEPUTY EQUAL EMPLOYMENT OPPORTUNITY OFFICER (DEEOO)

The Deputy EEOO serves as the principal advisor on all EEO matters and is responsible for the development, execution and monitoring of an aggressive program to identify and define problem areas in both appropriated and non appropriated fund activities. The DEEOO is responsible for keeping civilian personnel officials informed of problems which impede program progress. The DEEOO works with the Human Resources Managers in providing employee training and in the administration of the Upward Mobility Program. The DEEOO serves on boards and committees established as either decision making or recommending bodies on matters concerning recruitment, training, promotion, job design, reduction in force and station publicity. The DEEOO provides guidance and direction to the Federal Women's Program Manager, the Hispanic Employment Program Manager, EEO Committee members and EEO Counselors and administers the discrimination complaints process.

FEDERAL WOMEN'S PROGRAM MANAGER (FWPM)

The Federal Women's Program Manager conducts studies regarding the status of the female employees and assists women in filing for promotional opportunities. The FWPM analyzes female representation in activity training, promotional opportunity and achievement and serves as a member of the EEO Committee, as well as other boards and/or committees whose decisions affect women. The incumbent keeps women informed of progress of the program through available media; contacts schools and women's organizations; serves as liaison with recruitment sources and the Human Resources Offices; provides input for the development of affirmative action

objectives; participants in training in attempting to enlighten and motivate women in matters of advance, personal goals and education and attends meetings within the community and provides information and guidance regarding employment opportunities within the federal work force.

HISPANIC EMPLOYMENT PROGRAM MANAGER (HEPM)

The Hispanic Employment Program Manager assesses the representation of Hispanic persons within the work force and identifies problems which limit their employment or advancement. The HEPM recommends solutions to problems peculiar to minorities and serves as the primary contact point for Hispanic employees within the activity. The incumbent provides input for the development of affirmative action objectives and represents the installation at meetings relating to the Hispanic Employment Program. The HEPM contacts schools and community organizations for special recruitment sources in coordination with the Human Resources Office, publicizes employment opportunities within the Hispanic Community and provides assistance and guidance to persons interested in federal employment. The HEPM serves as a member of the EEO Committee and other boards and/or committees whose decisions affect minorities.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COUNSELORS

EEO Counselors are responsible for taking steps necessary to resolve complaints of discrimination during the informal stage. Counseling may be requested by an employee or applicant for employment. If counseling reveals that the problem is not an EEO matter, the counselor will advise the complainant as to the appropriate channel of resolution. Each allegation of discrimination will be fully and expeditiously investigated. Any person having knowledge related to the problem presented may be contacted. Any records pertinent to the case will be made available to the counselor. Documents which are a part of the employee's official personnel record will be made available at the joint discretion of the Human Resources Manager and the DEEOO. Every effort will be made to resolve complaints on an informal basis. If this cannot be accomplished within the prescribed time limitations, the complainant will be advised of their right to file a formal complaint. The EEO Counselor will maintain a complete record of all counseling performed. A summary of each case will be submitted to the DEEOO to provide information required for reporting purposes. All information except for statistical data will be regarded as personal and for official use only.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMMITTEE

EEO Committee Members serve on a collateral duty basis in an advisory capacity to the DEEO. The Committee monitors the work place environment and strives to improve the meaningfulness of the total program. Periodic reviews of each organizational segment are conducted to determine how effectively the various aspects of the program are being carried out. The Committee includes representation from minority groups and women, as well as a cross section of station departments.

CIVILIAN PERSONNEL OFFICIALS

The Human Resources Office staff of both appropriated and non appropriated fund activities are responsible for assisting in the development and execution of affirmative action. They provide assistance to EEO Program personnel in the preparation and coordination of required reports and in review of the program progress of each organizational segment. Human Resources Managers are responsible for establishing the coordination of personnel actions pertaining to or affecting EEO matters.

DEPARTMENT HEADS AND STAFF OFFICIALS

Since it is the management who is ultimately responsible for the success or failure of the EEO Program, it must have the personal involvement of each department head and staff official. They must ensure that minorities and women are afforded fully equal treatment in all employment matters. They must make every effort necessary to eliminate problems or potential problems that may be obstacles to EEO progress. They will cooperate fully with counselors, investigators and other program officials in attempting to resolve discrimination complaints, both formal and informal, so that proper equitable and expeditious action may be taken.

SUPERVISORS

All supervisors are responsible to their employees for providing reasonable opportunities for training and advancement so that each individual will have the chance to rise to the level of their capabilities. The supervisor is the individual who must make the EEO Program work. Supervisors are responsible for making a sincere effort to resolve the problems of employees within their work areas through their chain of command. Supervisory employees will be specifically evaluated at least annually on their individual efforts in this area.